



COUNTY OF LOS ANGELES
LOS ANGELES COUNTY ASSESSOR'S OFFICE
DEPARTMENTAL PROMOTIONAL OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF THE LOS ANGELES COUNTY ASSESSOR'S OFFICE WHO HAVE SUCCESSFULLY COMPLETED THEIR INITIAL PROBATIONARY PERIOD.

THIS ANNOUNCEMENT IS A REBULLETIN TO UPDATE THE SALARY INFORMATION AND SUPERSEDES BULLETIN NUMBER 040-02-2007 POSTED ON JANUARY 17, 2007. PERSONS WHO HAVE ALREADY APPLIED NEED NOT REAPPLY, BUT MAY SUBMIT ADDITIONAL INFORMATION BY THE LAST DAY OF FILING. THE INFORMATION MUST INCLUDE THE CORRECT EXAMINATION TITLE AND NUMBER.

Bulletin No. 040-32-2007

Posting Date: January 2, 2008

JOB TITLE

OWNERSHIP CLERK I

EXAM NUMBER

G1359L

FILING DATES

January 18, 2007 until needs are met

SALARY

\$2,280.45 - \$2,984.09 **MONTHLY**

**ESSENTIAL JOB
FUNCTIONS**

- Reads and interprets legal descriptions of real property as contained in a variety of deeds and other documents and compares with cadastral maps to identify the location of the property and the appropriate Assessor's parcel number.
- Verifies that grantor's names, as given on conveyances, agree with Assessor's records, and enters grantees' names in appropriate records in accordance with established procedures and guidelines.
- Reviews noncomplex straight deeds to determine methods of ownership and conveyances and percentages of reappraisal as required under applicable sections of California State law and enters appropriate codes and other necessary information on documents through the use of the Imaging system.
- Conducts initial review of images to identify the complexity of a variety of deeds and other documents using coding knowledge and enters appropriate codes and other necessary information on documents in accordance with established guidelines and procedures.
- Answers questions and gives information to the public concerning such matters as property ownership and location, reappraisal status, tax bills, and the preparation and filing of various forms and applications.
- Traces routine chains of title to determine ownership of property using coding knowledge.
- Conducts the initial request of information and other documents from the taxpayer in accordance with established guidelines and procedures to resolve questions of real property ownership.

**SELECTION
REQUIREMENTS**

Successful completion of the Ownership Services Coding Class* -AND- One year's specialized office clerical experience** involving title searching or the review and

processing of documents relating to real property.

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Special Requirement Information: **"Successful completion of the Ownership Services Coding class" means achieving a passing score on the written examinations and successfully coding documents at the rate established by the division.

***"Specialized office clerical experience" means at the level of Los Angeles County classes of Intermediate Clerk or Intermediate Typist Clerk.

OUT-OF-CLASS: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at the time of filing, written proof of this experience in a Verification of Experience Letter approved by the Chief of Human Resources. Credit will only be given for out-of-class experience to meet the selection requirements only.

**SPECIAL
INFORMATION**

Shift: Any Shift

WITHHOLD INFORMATION: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

**EXAMINATION
CONTENT**

This examination will consist of a written examination weighted 50%. The written examination will cover checking and comparing, filing, basic math, and knowledge of ownership procedures. The Appraisal of Promotability will evaluate knowledge and skills, work habits and productivity, adaptability, interpersonal skills, and oral and written communication.

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score for a period of 12 months following the date of promulgation.

***** IMPORTANT INFORMATION *****

**APPLICATION
INFORMATION**

For this examination applicants must file the standard **County of Los Angeles Employment Application** at the location below. Applications filed at any other location will be rejected. Applicants must meet selection requirements at time of filing.

Applications should be submitted on business days **ONLY** beginning **January 18, 2007** between 8:00 a.m. and 5:00 p.m. at the Assessor's Human Resources Office, Kenneth Hahn Hall of Administration, Room 350, 500 West Temple Street, Los Angeles, California 90012. This examination will remain open until the needs of the department are met. An eligible register will be established as a result of this examination.

Complete your application thoroughly and correctly so that you will receive full credit for your related education and experience. The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application shows complete information, including dates for education and jobs held which relate to this

position. In the space provided for education, include the names and addresses of schools/colleges attended, title of courses completed, dates completed and number of credits/units earned, degree(s) earned, and dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. Attach an additional page(s) to your application, if necessary to describe fully your related education and experience. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Assessor's Human Resources
Kenneth Hahn Hall of Administration, Room 350
500 West Temple Street
Los Angeles, CA 90012
(213) 974-3161

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (213) 974-3161.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (213) 974-3161. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (213) 974-0911. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.
